

ATTACHMENT #4

CONTRACT REQUIREMENTS DELIVERABLE MATERIAL (CDR)

- CONTRACT REQUIREMENTS
DELIVERABLE (CDR) CHART
- CDR SAMPLE EMAIL COVER
LETTER
- EXAMPLES OF HOW TO NAME
FILES FOR CONTRACT
DELIVERABLES

Contract Deliverable Requirements (CDR) Chart

- 1.1 The attached chart details the deliverable requirements under this contract. Each deliverable requirement is prefaced with a CDR #. The CI shall provide a standardized cover letter for each deliverable provided to HUD under the contract. All deliverables shall be numbered sequentially by CDR # and include the project name. For example, a project named Puakea Apartments, the HUD-95379, HUD Representatives Trip Report, shall be numbered CDR 7-1. The second report shall be Puakea Apartments CDR 7-2. Each new report shall require a number using sequential numbering.
- 1.2 If any submittal is returned for any reason and requires resubmission, the CI shall use the original submission number appended with a sequential alpha character. The first resubmission of Puakea Apartments CDR 7-3 would be appended with CDR 7-3a and would be identified and numbered as Puakea Apartments CDR 7-3a. If it required yet another resubmission, it would become Puakea Apartments CDR 7-3b, etc.
- 1.3 All deliverable cover letters shall be numbered sequentially by CDR # for each project.
- 1.4 The cover letter format shall be presented by the CI at the post-award conference and shall be in a format acceptable to GTR. At a minimum, the cover letter shall reflect the project name, CDR number, description of the submittal (which shall also describe all attachments), date submitted to HUD, date due to HUD, and an acceptable/unacceptable statement for the Government to complete upon review.
- 1.5 For CDR # 6 through #8, the CI shall submit the original and a copy of the cover letter and the applicable deliverable(s) including all attachments to the GTM. As stated throughout the PWS, a copy of each of these cover letters with deliverable(s) and any attachments shall also be submitted to the HUD CM.
- 1.6 For calculating “due dates” to HUD for all deliverables the following rules shall be followed:
 - 1.6.1 “Business day” is defined as workdays (Monday thru Friday), exclusive of Saturday, Sunday and Federal holidays.
 - 1.6.2 HUD observes the following days as holidays, and at times other days as designated by Federal Law, Executive Order, or Presidential Proclamation:

New Years’ Day	Labor Day
Martin Luther King’s Birthday	Columbus Day
President’s Day	Veterans Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day
 - 1.6.3 When computing the actual date of a deliverable, the day of the action (inspection, signing of the Builder’s Requisition, receipt of Construction Start Letter, etc.) is not counted. All business days as defined above are counted up to and including the day of delivery to HUD.
- 1.7 Secure Electronic Delivery of Contract Deliverables

The CI may be advised to deliver the contract deliverables via hard copy within 7 business days as specified in the contract or via an electronic method specified by HUD within 5 business days.

The following are the basic requirements that the contractor shall provide via an electronic delivery service:

The documents shall be stored using an unalterable electronic means, such as a .pdf file that is easily downloadable into existing HUD software. File names for contract deliverables files shall utilize a HUD standardized file naming protocol and shall maintain this name when downloaded to an individual's PC.

For electronic delivery Contract Deliverable Requirements (CDR) numbers 6, 7, & 8 shall be delivered to HUD within **five (5) business days** rather than the 7 business days required for hardcopy deliverables. An email CDR cover letter shall be mutually developed by HUD and the CI to facilitate this deliverable electronically.

Once electronic delivery is approved all deliverables, including their respective attachments, shall be provided electronically. Delivery of one portion by electronic means and additional portions by hard copy is not permitted.

In the event that electronic submission of any deliveries is rendered impossible because of technical failure or other impediments, the CI shall submit one paper copy of all deliverables to the respective GTM within the prescribed timeframes for hardcopies. Preceding any delivery of paper documents in lieu of electronic submissions, the CI shall contact the GTR and GTM to explain the situation, including how long the situation is expected to continuous.

LEVELS OF WORK

(5.2.A.2.4 – Updated MAP Guide)

1. Level 1 Alterations: “The removal and replacement or the covering of existing materials, elements, equipment, or fixtures using new materials, elements, equipment, or fixtures that serve the same purpose.” (IBC Section 503.1)
2. Level 2 Alterations: “The reconfiguration of space, the addition or elimination of any [*exterior*] door or window, the reconfiguration or extension of any system, or the installation of any additional equipment. (IBC Section 504.1)
3. Level 3 Alterations: “Alterations where the work area [*consisting of all reconfigured spaces*] exceeds 50% of the aggregate area of the building.” (IBC Section 505)

CONTRACT DELIVERABLE REQUIREMENTS (CDR) CHART

CDR No.	CONTRACT DELIVERABLE REQUIREMENT	PWS #	FREQUENCY	WHEN	TO
1	Notification of Contract Manager	4.2	One time	w/in 7 business days of contract award and prior to assigning a new contract manager	CO Copy to GTR
2	Certificate of Minimum Qualifications	4.2.1	One time/employee	w/in 7 business days of contract award and before replacement of an inspector	CO Copy to GTR
3	Quality Control Plan	4.4.1, 6.1	One time and as updated	Post award conference and as needed	CO and GTR
4	Quality Assurance Observations	4.4	As required	w/in 7 business days of receipt	GTR
5	CDR cover letter format	J-4	One time	post award conference	GTR
6	Construction Start Letter(s)	2.1	One time	w/in 5 business days of receipt	GTM & HUD CM
7	HUD-95379 - HUD Representative's Trip Report, including Project Photographs and other pertinent documents and when applicable: - HUD 11 Employee Wage Interviews; - Supervisory Architect's Field Reports (AIA G711 or other format); - MA G710 Architect's Supplemental Instructions; or - Occupancy Approval	5.2.3.13, 5.4.1, 5.4.4, 5.4.6	Each project/site Visit	w/in 5 business days of project/site Visit	GTM & HUD CM
8	HUD-92448 — Builder's Requisition; or HUD-92464 Request for Approval of Advance of Escrow Funds	5.4.5	As required	w/in 5 business days of signing	GTM & HUD CM
9	Construction Record	5.4.8	One time	w/in 7 business days of the 12-month or last warranty inspection	GTM
10	Construction Change Order Documents	5.4.3	As Required	w/in 3 business days of receipt from Supervisory Architect	GTM & HUD CM

Sample Email CDR Cover Letter ([Attachment J-4](#))EMAIL CDR COVER LETTER

CONTRACT #: _____

TASK ORDER#: T-000XCDR SUBMITTALS
attached to this email

CDR - 7-1

CDR - 8-1

CDR -

CDR -

PROJECT NAME & NUMBER: Butterfield House, 000-35123DATE OF INSPECTION: Oct 5, 2015 DATE DUE TO HUD: Oct 12, 2015DESCRIPTION OF SUBMITTAL: Draw Inspection

For the description indicate type Contract Deliverable Requirement indicated for each CDR #1 through 9 in Technical Exhibit 3. When used for CDR #7, indicate the specific type of trip report: i.e. Draw Inspection, Non-Draw Inspection, Final Inspection, Delayed Items of Completion, 9-Month or 12-Month, Follow-up to 12-Month, and then indicate the applicable attachments below.

ATTACHMENTS:

10	Photos
2	Employee Wage Interviews
	Sup. Architect Field Reports
	Construction Change Does
	Architects Supplemental Instructions
	Occupancy Approval Forms

X	Builder's Requisition
	Advance of Escrow Funds, Approval
	Initial Start Letter
	Permanent Start Letter
	Construction Record

DATE RECEIVED BY HUD: _____

DATE REVIEWED BY GTM: _____

Rating of each
Deliverable(s)
(Acceptable or
Unacceptable):

CDRs	Rated
7-1	
8-1	

HUD COMMENTS:

CONTRACT INSPECTOR ACTION REQUIRED:

Example of How to Name Files for Contract Deliverables ([Attachment J-5](#))

EXAMPLES OF HOW TO NAME FILES FOR CONTRACT DELIVERABLES

The subject line of the email shall utilize the same format as below to indicate the Contract Deliverable Requirement (CDR) being sent; i.e. **goldenoaks_7-01_CDR_070209*** when multiple CDRs use **goldenoaks_6-017-018-01_CDR070209***.

Constructions Start Letter(s) - Project Name followed by CDR#: **goldenoaks6-01 start070209***

Trip Report — Project Name followed by CDR#: **goldenoaks7-01 trip070209***

Final Trip Report: **goldenoaks7-20 Finaltrip070209**

Attachments:***

Architects Field Reports: **goldenoaks7-01 arch**

AIA G710, Arch Sup Inst: **goldenoaks7-01 ASI-1**

Permission to Occupy: **goldenoaks7-01 PTO-1**

Local Occupancy Forms: **goldenoaks7-01 local**

Miscellaneous Attachments: **goldenoaks7-01 misc**

NOTE: Consecutive numbers (1,2,3,etc.) shall be added after the letter based on the number of like items attached to the applicable trip report.

Builder's Requisition - Project Name followed by CDR#: **goldenoaks8-01 draw070209***

Escrow Release (92464) - Project Name followed by CDR#: **goldenoaks8-01 escrow070209***

Signed Cover Letter(s):** **goldenoaks6-01 cdr, goldenoaks7-01 cdr, goldenoaks8-01 cdr, goldenoaks9-01 cdr, goldenoaks10-01 cdr**

Change Orders - Project Name followed by CDR#: **goldenoaks10-01, change070209**

*Numbering of CDR must contain two digits after the dash, hence 1 through 9, will be written as 01 through 09.

** Cover Letter must be downloaded and saved after GTM has reviewed deliverables and submitted acceptable/unacceptable rating and comments.

*** When more than one of any attachment is attached to one trip report simply add a dash and number each for that trip report. i.e. **goldenoaks7-01 pto-1; goldenoaks7-01 pto-2; etc.**

NOTE: Resubmissions by contractor of any deliverable shall reflect the letter addition to the CDR #, i.e., **goldenoaks7-01A trip070209, goldenoaks7-01A cdr, goldenoaks7-01A arch**